

**BROMLEY**  
**CHURCHILL THEATRE**

# Technician

Job Description  
Person Specification

July 2021

**HQ Theatres** is the UK's leading regional theatre specialist and part of Trafalgar Entertainment.

The **Churchill Theatre** is one of 11 venues within the company's current portfolio of regional theatres and concert halls, with capacities ranging from a 200 seat arts centre to a 2,400 seated/standing theatre. HQ programmes more than 2,500 different shows attracting audiences of over 1.5 million.

The **Churchill Theatre** is one of the South East's leading live entertainment venues, welcoming over 200,000 customers through its doors every year. It has enjoyed a reputation and legacy for launching major productions for national tour and West End transfer. The eclectic programme features a popular array of top-quality musicals, drama, comedy, dance, family shows, one night events, and a world-class pantomime.

The **Churchill Theatre** boasts a spacious, comfortable auditorium that seats 781 people, the 90 seat Studio, the Lounge (a versatile space for entertainment, hospitality and private hire) and the Restaurant, serving up to 60 customers pre-show. Extensive technical facilities include rehearsal spaces and a workshop.

The theatre's celebrated outreach programme encourages local people to unlock their creative and artistic potential. It includes regular classes for young people and adults in theatre, musical theatre, dance and magic, work experience opportunities and an annual summer youth production.

**Employment type:** Casual

**Salary:**

- £11.00 per hour Mon-Sun 0800-00:00
- £22.00 per hour 00:00-08:00 (if pre-agreed, main house only)
- £16.50 per hour Public and Bank Holidays
- £41.20 get-out rate, where applicable.  
Minimum call one hour, 15min pro-rata thereafter.  
After 3 hours work a paid 30min break.
- £5.50 extra paid for a missed meal break.

**Work location:** You will be based at the Churchill Theatre, Bromley and may be required to travel to and work at other HQT&H venues. Approved travel expenses will be reimbursed.

**Purpose of the role:** As a member of the Technical Team, you will assist in show operations, get-ins, get-outs and other related duties within the main auditorium, Studio and other areas of the venue. As well as the routine maintenance of the facility, as directed by the Technical and Building Manager.

**Our ideal candidate:** Our ideal candidate will have proven experience within a theatre environment.

**Closing date:** 5pm, Monday 30 August 2021

**How to apply:** Submit a completed application form, telling us why you think you are suited to this role, why it interests you, and how we will benefit from having you on board. Please send to [careers@churchilltheatre.co.uk](mailto:careers@churchilltheatre.co.uk)

Application forms are available from our website [www.churchilltheatre.co.uk](http://www.churchilltheatre.co.uk)

## HQ VALUES

- **Innovation** – as a business we are on a continuous journey of improvement. We are looking for someone who embraces change and is always looking out for new ideas.
- **Commitment** – we are looking for someone to deliver a first-class service for our colleagues, customers and clients.
- **Accountability** – we are looking for someone with a ‘can-do’ attitude, to take ownership of tasks and see them through to the end.
- **Responsive** – as a business we listen, we learn, we act.
- **Engaged** – we are looking for someone to get involved with making the Churchill Theatre a great place to work, as well as a great place to visit through engagement with the team, artistes and visiting companies.

## **REPORTING**

You will report directly to Deputy Technical Manager.

## **KEY ACCOUNTABILITIES**

### **Strategic**

- To liaise with other departments as to their technical requirements for events.

### **Operations**

- To participate in fit-ups and get-outs working to assist both stage and electrics.
- To operate the lighting board, sound desks or stage equipment including flying.
- To rig, focus and de-rig sound and lighting equipment.
- To assist the Deputy Technical Manager and Chief Electrician in any manner to ensure the smooth operation of fit-ups, get-outs and shows.
- To participate as required by the Technical & Building Manager in the daily theatre lamp check.
- Other related duties as may from time to time be reasonably required by the Technical & Building Manager.

### **Health & Safety**

- To maintain house and toured equipment as required by the Technical & Building Manager.
- To abide by the H&S policies of the venue at all times.
- To follow the venue's Safe Systems of Work.
- To be familiar with the venue's Risk Assessments and work within recommendations.

### **Recruitment, Training and Development**

- Undertake training and development relevant to the successful execution of the job role.

### **Other Responsibilities**

- Dress in accordance with Company uniform policy and wear protective clothing where required.
- Attend meetings as required.

This Job Description is not an exhaustive description of your duties. You will be required to adopt a flexible approach to your role and responsibilities. In particular, from time to time, you may be required to undertake such alternative or additional duties as may be commensurate with your skills, experience and capabilities.

## **PERSON SPECIFICATION**

In order to be considered for this post you will need to evidence and demonstrate:

### **Experience**

- Proven experience of employment within the professional theatre industry in a technical role.

### **Skills**

- Stagecraft, Lighting and Sound
- Good IT skills including Word, Excel and Outlook.

### **Knowledge**

- Basic technical theatre techniques.

### **Attitude**

- A strong customer service focus and a genuine desire to deliver an excellent experience, every time.
- A 'can-do' attitude and a positive, flexible approach to the job role, work colleagues and peers.
- A presentable, professional and approachable manner which sets an example for others to follow.
- Willing to work flexible hours including evenings, weekends and Bank Holidays.
- A team player.

### **Other**

- Willing to agree to appropriate Data & Barring Service (DBS) background checks.

### **Desirable**

- Holds a Full Clean Driving License.